



Semi-Annual Report
on
Female and Minority Employment

July 2017 – December 2017



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**KENTUCKY
PERSONNEL
CABINET**

Matthew G. Bevin
Governor

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Thomas B. Stephens
Secretary

April 24, 2017

The Honorable Matt Bevin
Governor, Commonwealth of Kentucky
The Capitol Building
Frankfort, Kentucky 40601

Dear Governor Bevin:

In accordance with KRS 18A.138, I submit the enclosed Semi-Annual Report on Female and Minority Employment for the six-month period of July 1 through December 31, 2017. This report reflects the overall minority and female employment utilization for the Executive Branch, as well as figures for each respective cabinet.

Hiring goals for minorities and females are set at 12.2% and 50.8%, respectively; the data contained with this report measures progress toward goals for the six month interval ending December 31, 2017.

The employment data derives from the Kentucky Human Resources Information System ("KHRIS"). The Office of Diversity, Equality, and Training ("ODE&T") and Office of Legal Services ("OLS") at the Personnel Cabinet periodically review the reporting system to ensure that it accurately captures the racial and gender makeup of the Executive Branch. The enclosed Report includes employment data from all Executive Branch cabinets, and Constitutional Offices. Data from the Constitutional Offices is listed under General Government. As of this reporting period, only employment data from the Unified Prosecutorial System is excluded.

As of December 31, 2017, the total number of Executive Branch employees, for reporting purposes, was 30,441. At the close of this 6-month period, the executive branch employed 2,785 minorities and 15,170 females. This represents a utilization percentage of 9.15% for minorities and 49.83% for females. Cabinets exceeding the overall goals for both minority and female employment include the Cabinet for Health and Family Services, the Labor Cabinet as well as the Personnel Cabinet. The following Cabinets exceeded the goal for female employment: Economic Development, Education and Workforce Development, and General Government Cabinets all exceeded the goal for female employment.

As always, the Personnel Cabinet will continue to identify and actively address the challenges inherent in meeting our utilization goals through effective training and proactive outreach in the areas of diversity, inclusion, and EEO throughout the Commonwealth.

Sincerely,



Thomas B. Stephens, Secretary

Enclosure

cc:

Scott Brinkman, Secretary of the Governor's Executive Cabinet
Blake Brickman, Chief of Staff
Steve Pitt, General Counsel



MINORITY & FEMALE EMPLOYMENT DATA

JULY 2017 – DECEMBER 2017

Executive Branch Utilization Summary

Between July 1, 2017 and December 31, 2017, the number of Executive Branch employees decreased by 842 positions, from 31,283 to 30,441. The following table summarizes overall minority and female utilization as of December 2017:

<u>Category</u>	<u>December 2017</u>	<u>Goal</u>	<u>Difference</u>
Minority Employment	9.15%	12.2%	(-3.05)
Female Employment	48.56%	50.8%	(-2.24)

During this reporting period:

- The Commonwealth exceeded the minority utilization goal in two EEO Job Categories: Paraprofessional and Service Maintenance.
- The female utilization goal was met in three EEO Job Categories: Professional, Paraprofessional, Office and Clerical.

A full list of employment percentages by cabinet and by EEO Job Category can be found on page 8

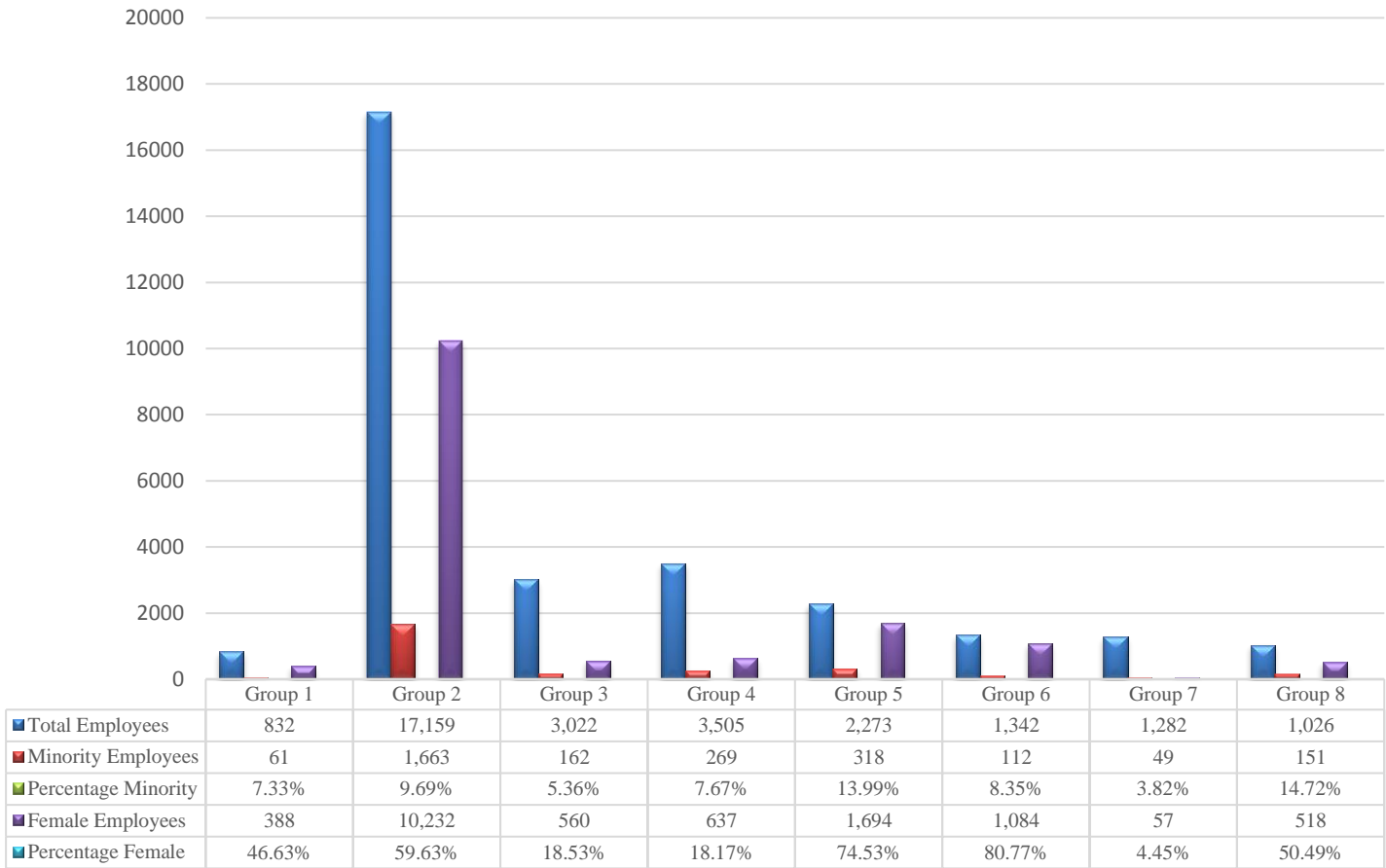
Of note:

The Energy & Environment, Public Protection and Tourism, Arts and Heritage Cabinets have a significantly lower percentage of overall minority employees in comparison to their proportions of the overall Executive Branch workforce. With respect to female employment, the greatest overall concentration of minority & female employment is in the Cabinet for Health and Family Services (“CHFS”). CHFS far exceeds the cabinet’s proportion of the overall workforce. Though CHFS employs 23.11% of the Executive Branch workforce, it employs 36.91% and 37.9% of the overall minority and female Executive Branch employees, respectively.

Finally, in examining proportional representation by EEO Job Categories, several EEO Job Categories have either significantly underutilized or disproportionately concentrated minority and female employee populations.

- Minority underrepresentation is most prevalent in EEO Job Categories 1 (Officials & Administrators), 2 (Professionals), 3 (Technicians), 4 (Protective Service Workers), 6 (Office & Clerical), and 7 (Skilled Workers).
- For female employment, underrepresentation is most prevalent in EEO Job Category 3 (Technicians), EEO Job Category 4 (Protective Service Workers) and EEO Job Category 7 (Skilled Workers). Conversely, higher concentrations of female employees are found in EEO Job Categories 2 (Professionals), 5 (Paraprofessionals), and 6 (Office & Clerical).

EXECUTIVE BRANCH UTILIZATION CHART

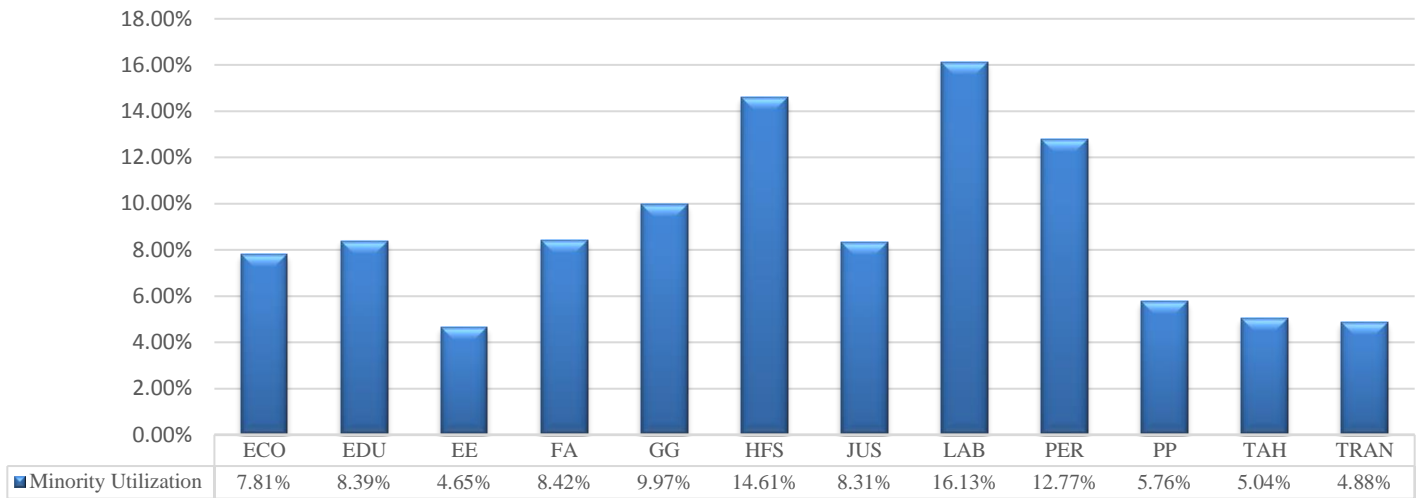


Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

MINORITY UTILIZATION PERCENTAGE BY CABINET

UTILIZATION GOAL: 12.2%

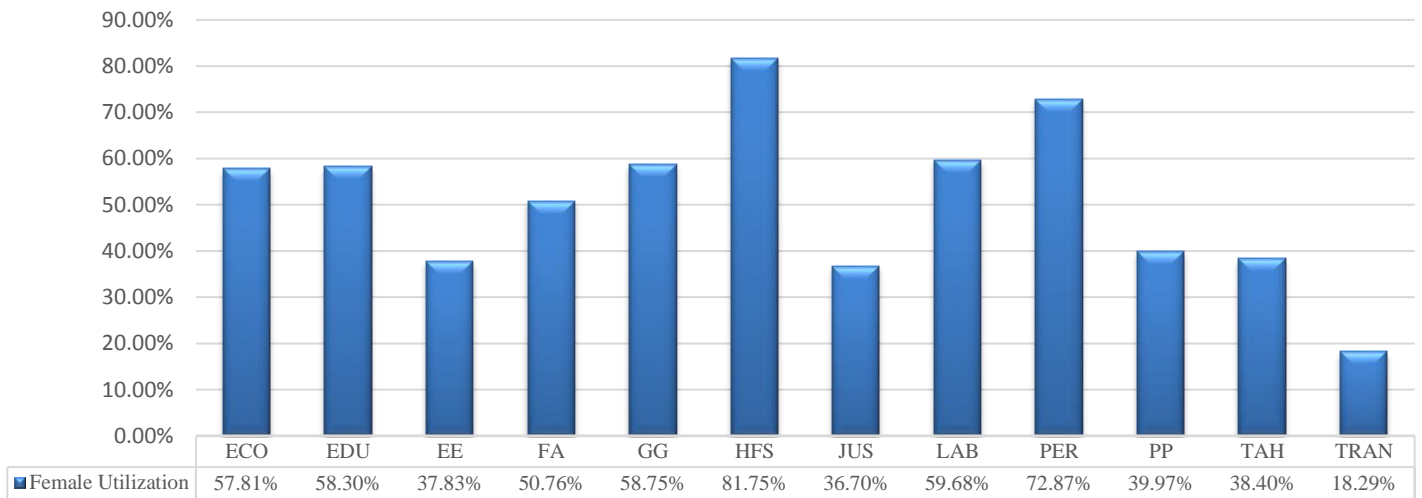


ECO: Economic Development
 EDU: Education & Workforce Development
 EE: Energy & Environment
 FA: Finance & Administration
 GG: General Government
 HFS: Health & Family Services

JUS: Justice & Public Safety
 LAB: Labor
 PER: Personnel
 PP: Public Protection
 TAH: Tourism, Arts & Heritage
 TRAN: Transportation

FEMALE UTILIZATION PERCENTAGE BY CABINET

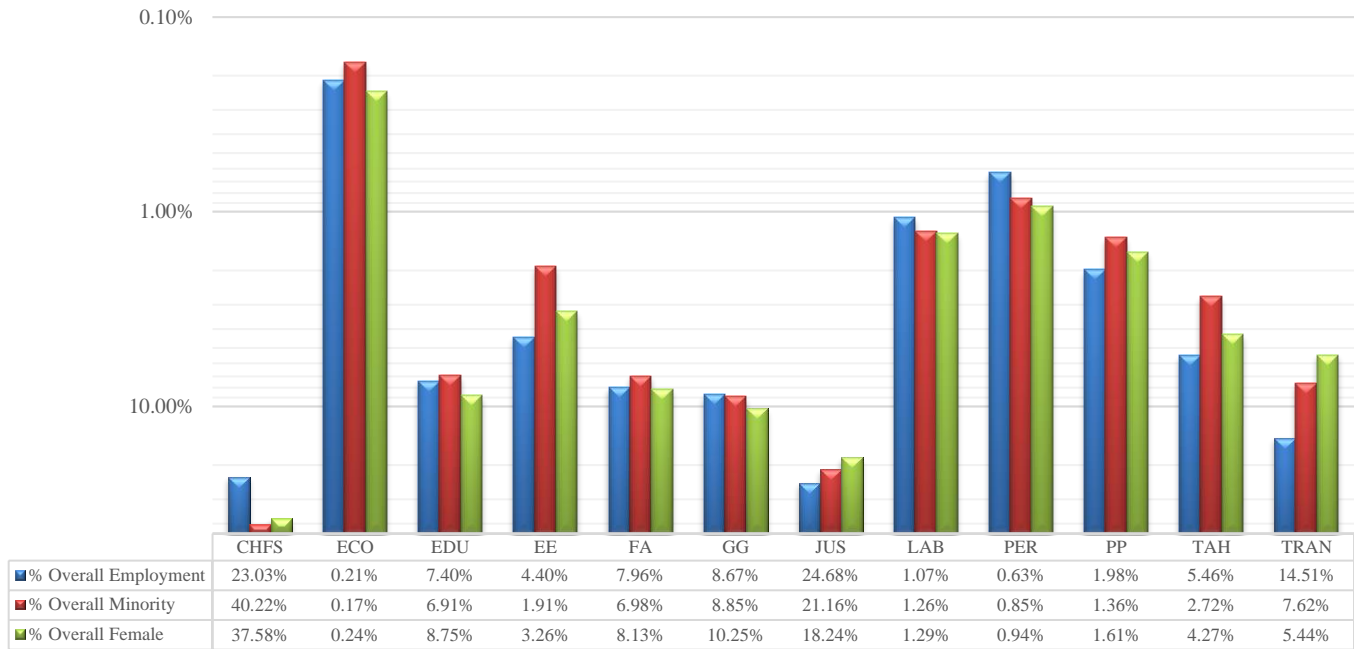
UTILIZATION GOAL: 50.8%



ECO: Economic Development
 EDU: Education & Workforce Development
 EE: Energy & Environment
 FA: Finance & Administration
 GG: General Government
 HFS: Health & Family Services

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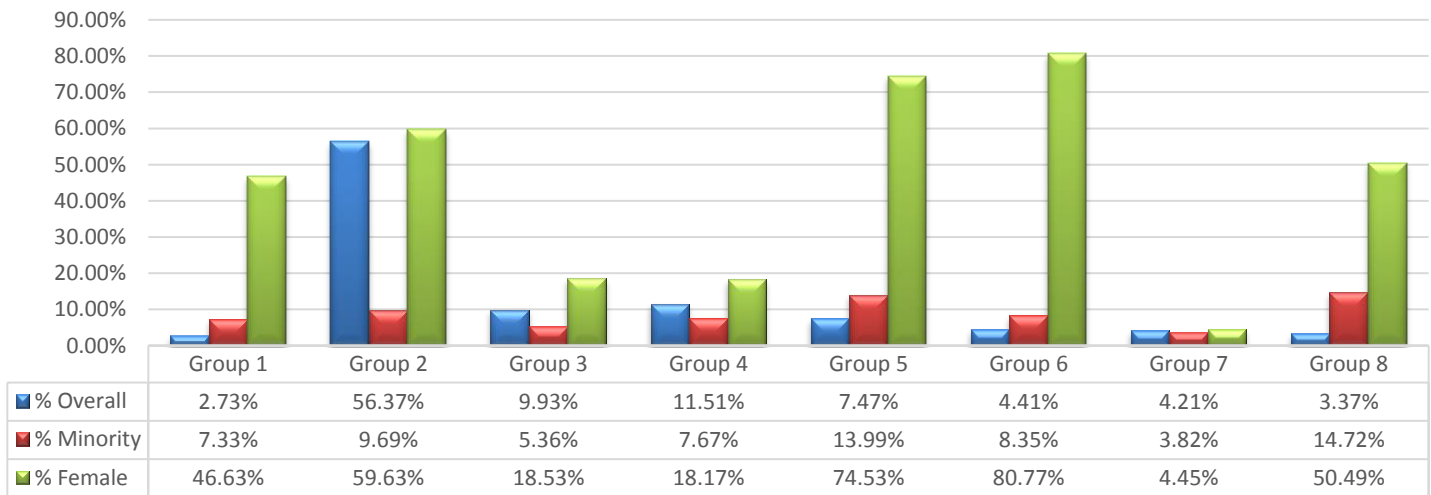
PERCENTAGE OF EXECUTIVE BRANCH BY CABINET



ECO: Economic Development
 EDU: Education & Workforce Development
 EE: Energy & Environment
 FA: Finance & Administration
 GG: General Government
 HFS: Health & Family Services

JUS: Justice & Public Safety
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 PER: Personnel
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 TRAN: Transportation

PERCENTAGE BY EEO JOB CATEGORY



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

Summary of Overall Cabinet Attainment

Cabinets meeting **both** minority and female utilization goals:

- Health & Family Services
- Labor
- Personnel

Cabinets meeting minority utilization goals:

- Health & Family Services
- Labor
- Personnel

Cabinets meeting female utilization goals only:

- Economic Development
- Education
- General Government

CABINET UTILIZATION TABLES

ECONOMIC DEVELOPMENT CABINET

TOTAL EMPLOYEES: 64

MINORITY UTILIZATION

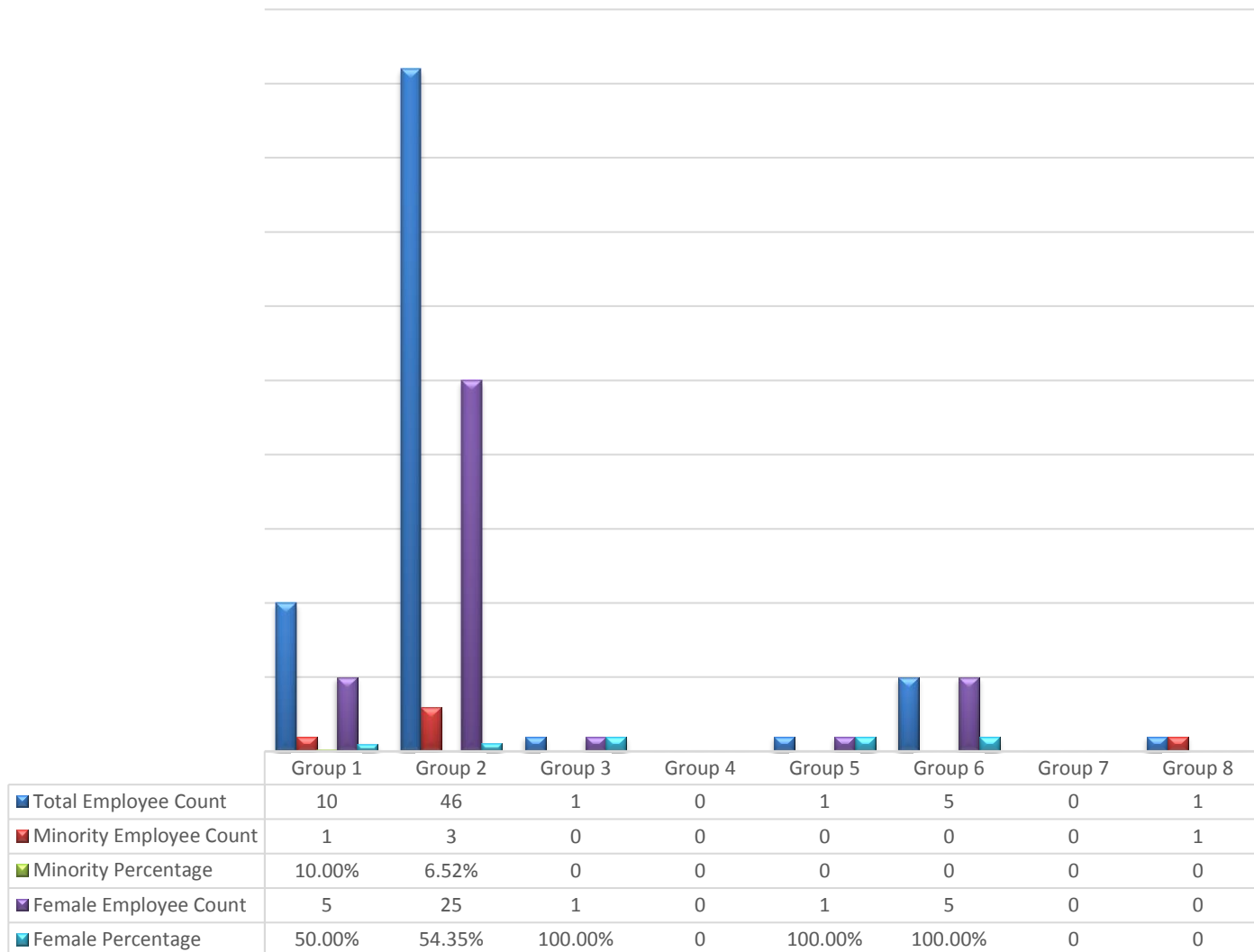
Percentage Goal: **12.2%** • Cabinet Utilization: **7.81%**

Total Minority Employees: 5

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **57.81%**

Total Female Employees: 37



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

EDUCATION & WORKFORCE DEVELOPMENT CABINET

TOTAL EMPLOYEES: 2,264

MINORITY UTILIZATION

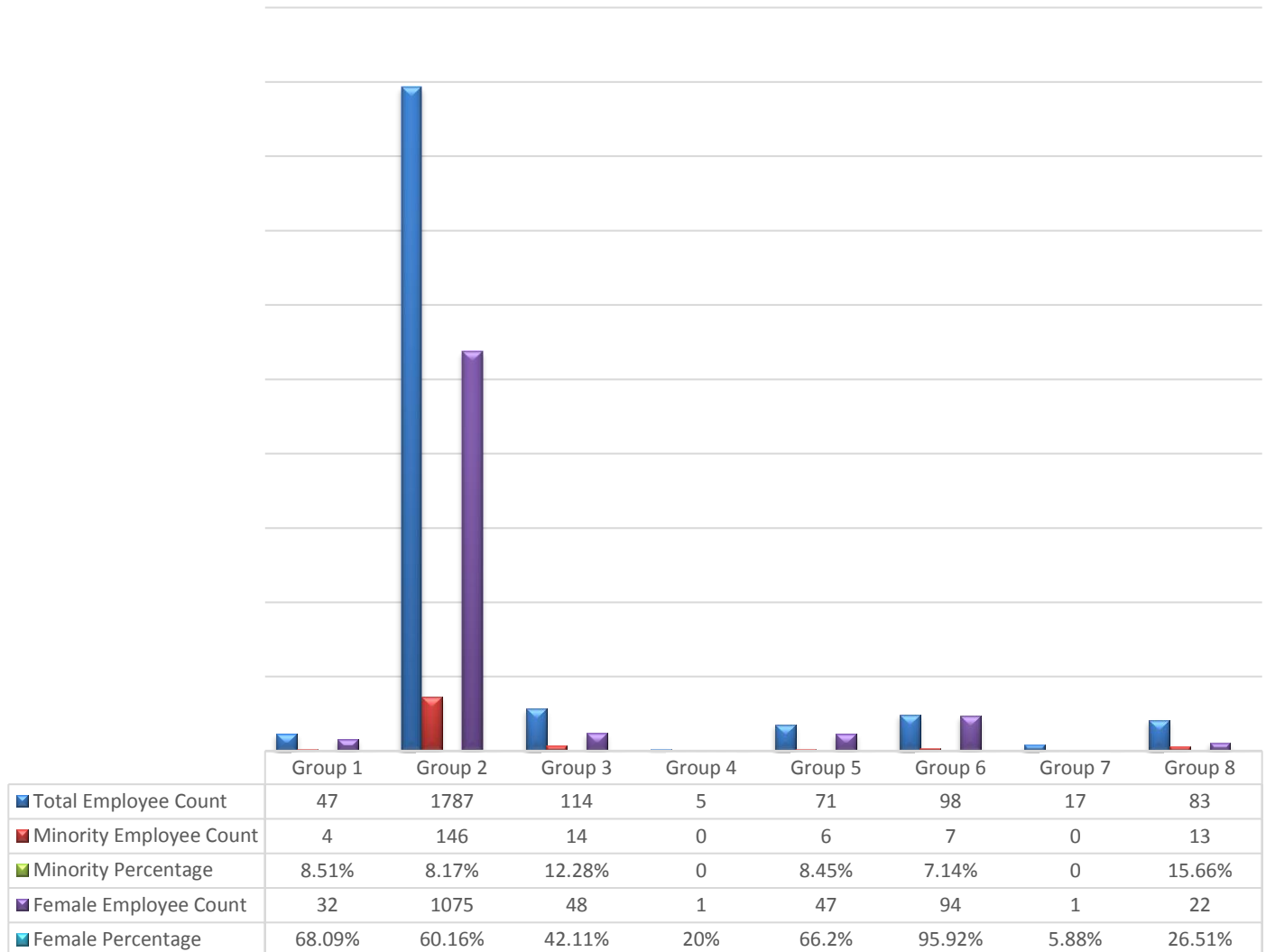
Percentage Goal: **12.2%** • Cabinet Utilization: **8.39%**

Total Minority Employees: 190

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **58.3%**

Total Female Employees: 1,320



Group 1: Officials and Administrators

Group 2: Professionals

Group 3: Technicians

Group 4: Protective Service Workers

Group 5: Paraprofessionals

Group 6: Office & Clerical

Group 7: Skilled Workers

Group 8: Service Maintenance

ENERGY & ENVIRONMENT CABINET

TOTAL EMPLOYEES: 1,356

MINORITY UTILIZATION

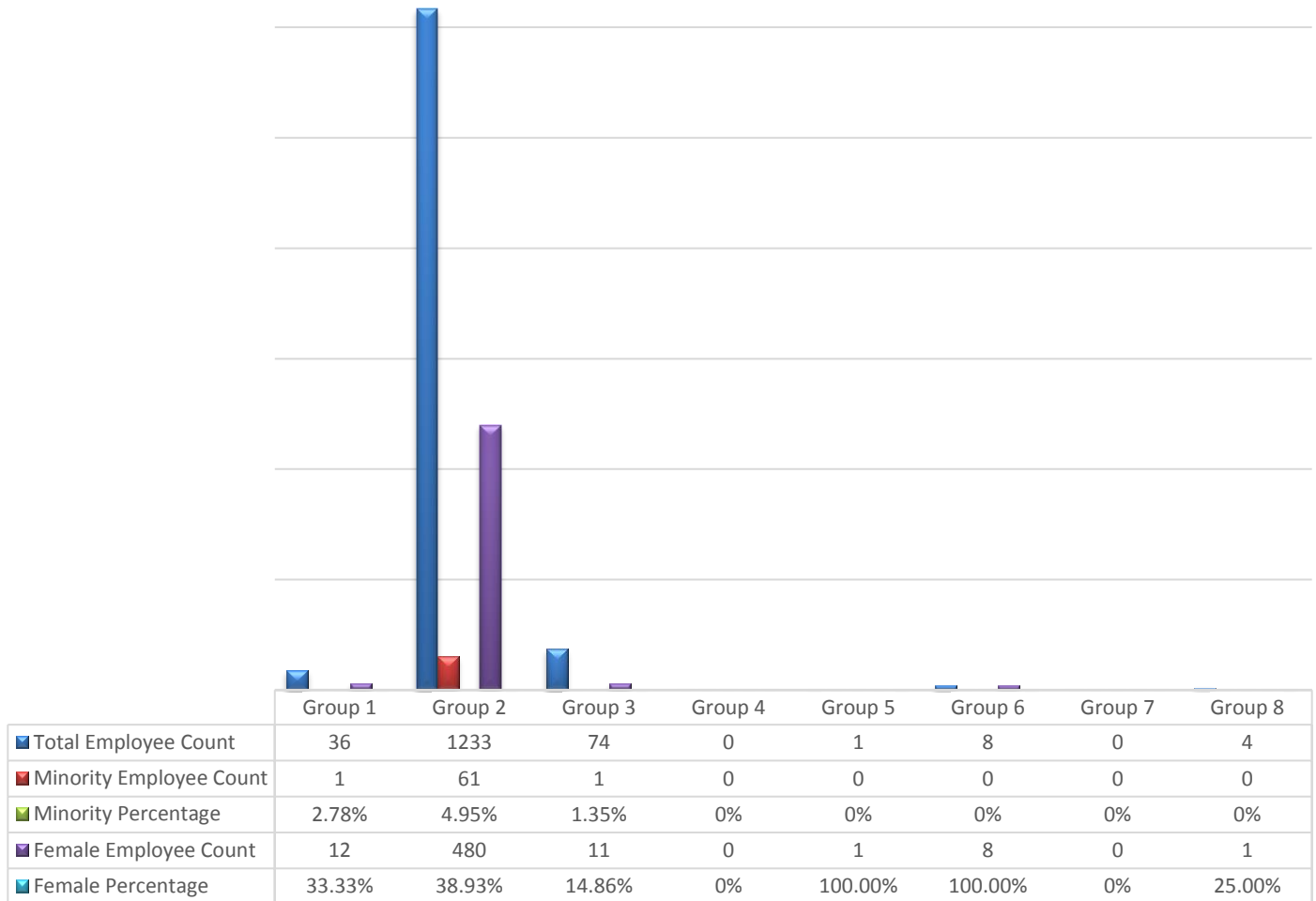
Percentage Goal: **12.2%** • Cabinet Utilization: **4.65%**

Total Minority Employees: 63

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **37.83%**

Total Female Employees: 513



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

FINANCE & ADMINISTRATION CABINET

TOTAL EMPLOYEES: 2,423

MINORITY UTILIZATION

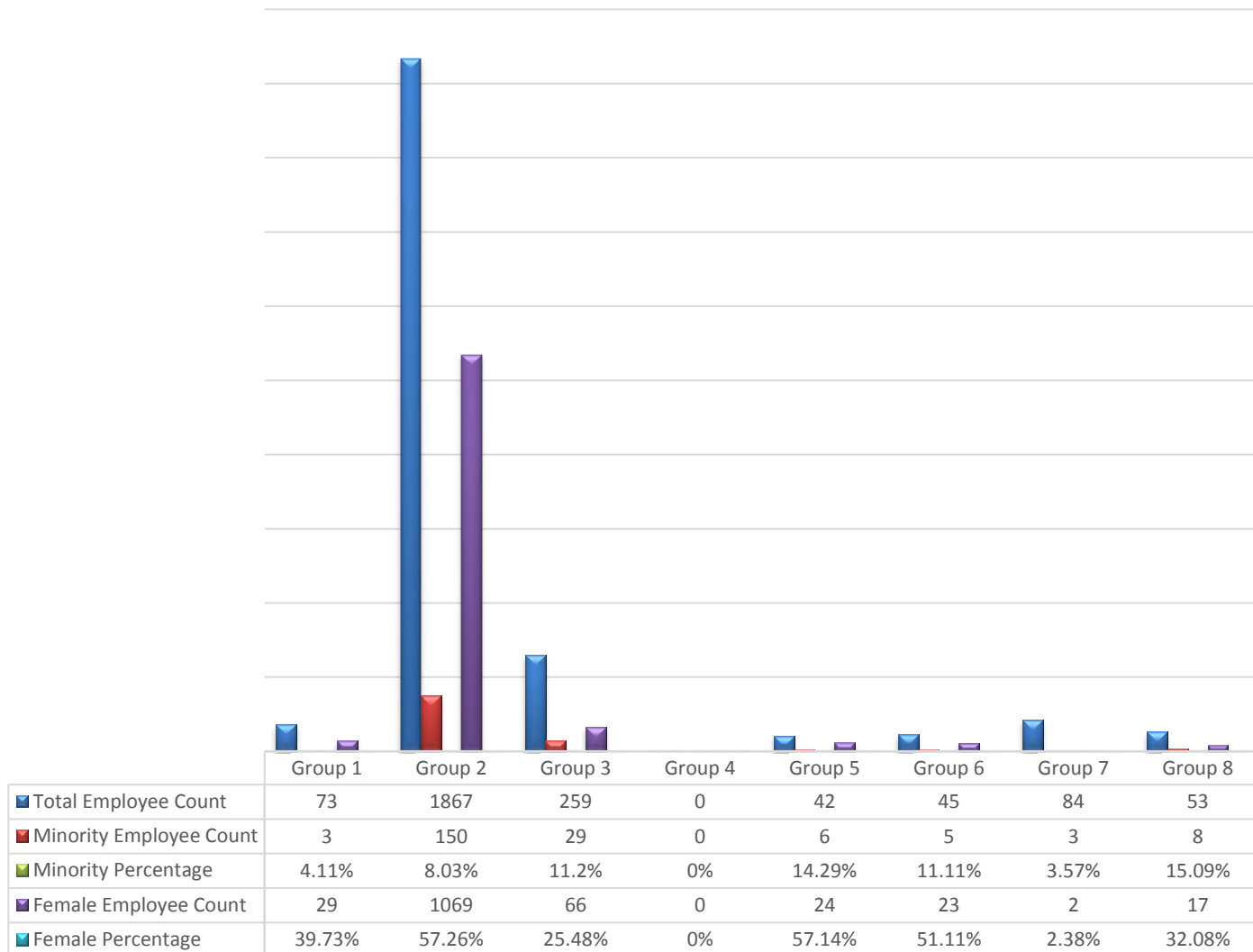
Percentage Goal: **12.2%** • Cabinet Utilization: **8.42%**

Total Minority Employees: 204

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **50.76%**

Total Female Employees: 1,230



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

GENERAL GOVERNMENT

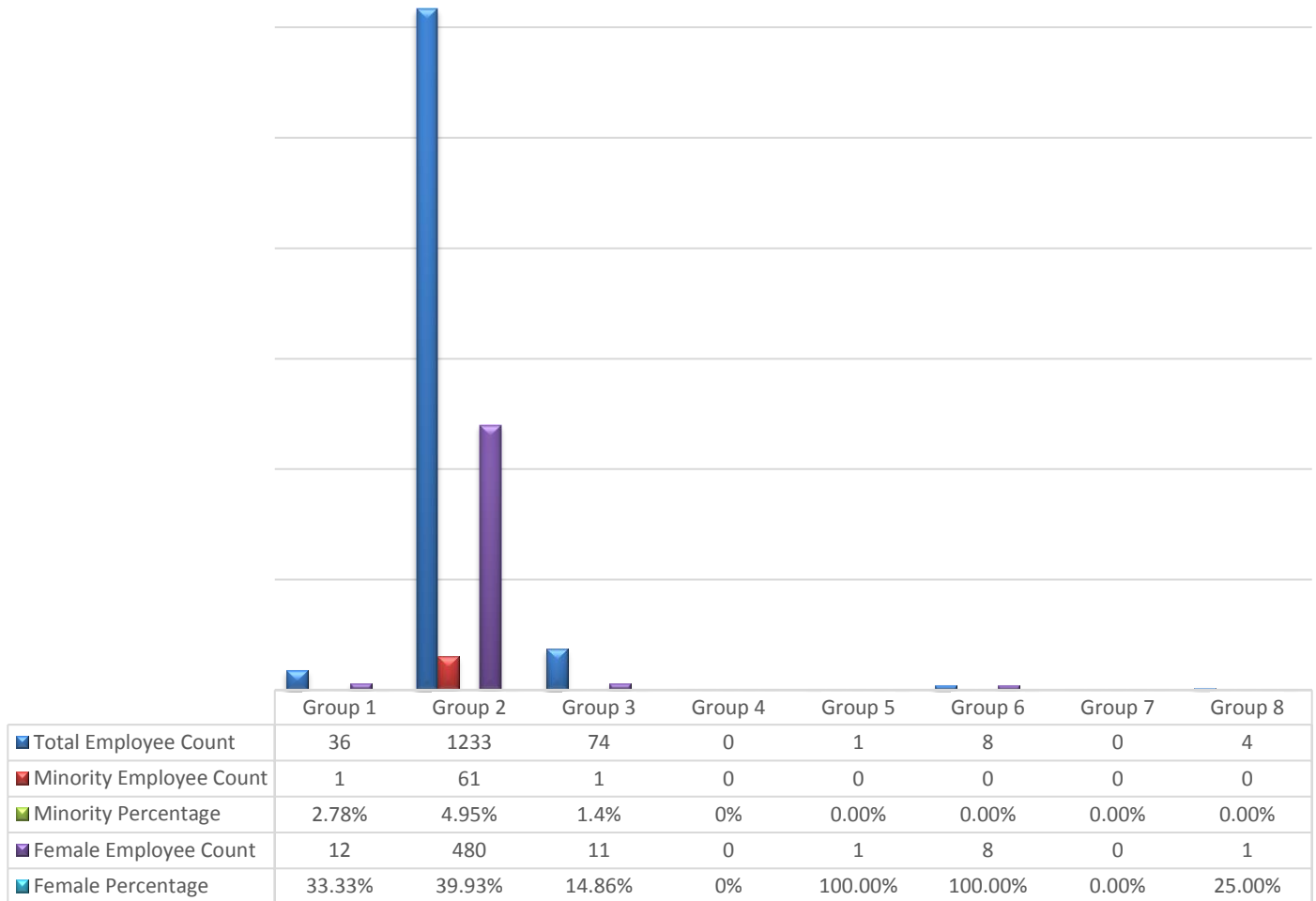
TOTAL EMPLOYEES: 1,356

MINORITY UTILIZATION

Percentage Goal: **12.2%** • Cabinet Utilization: **4.65%**
Total Minority Employees: 63

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **37.83%**
Total Female Employees: 513



Group 1: Officials and Administrators
Group 2: Professionals
Group 3: Technicians
Group 4: Protective Service Workers

Group 5: Paraprofessionals
Group 6: Office & Clerical
Group 7: Skilled Workers
Group 8: Service Maintenance

HEALTH & FAMILY SERVICES CABINET

TOTAL EMPLOYEES: 7,034

MINORITY UTILIZATION

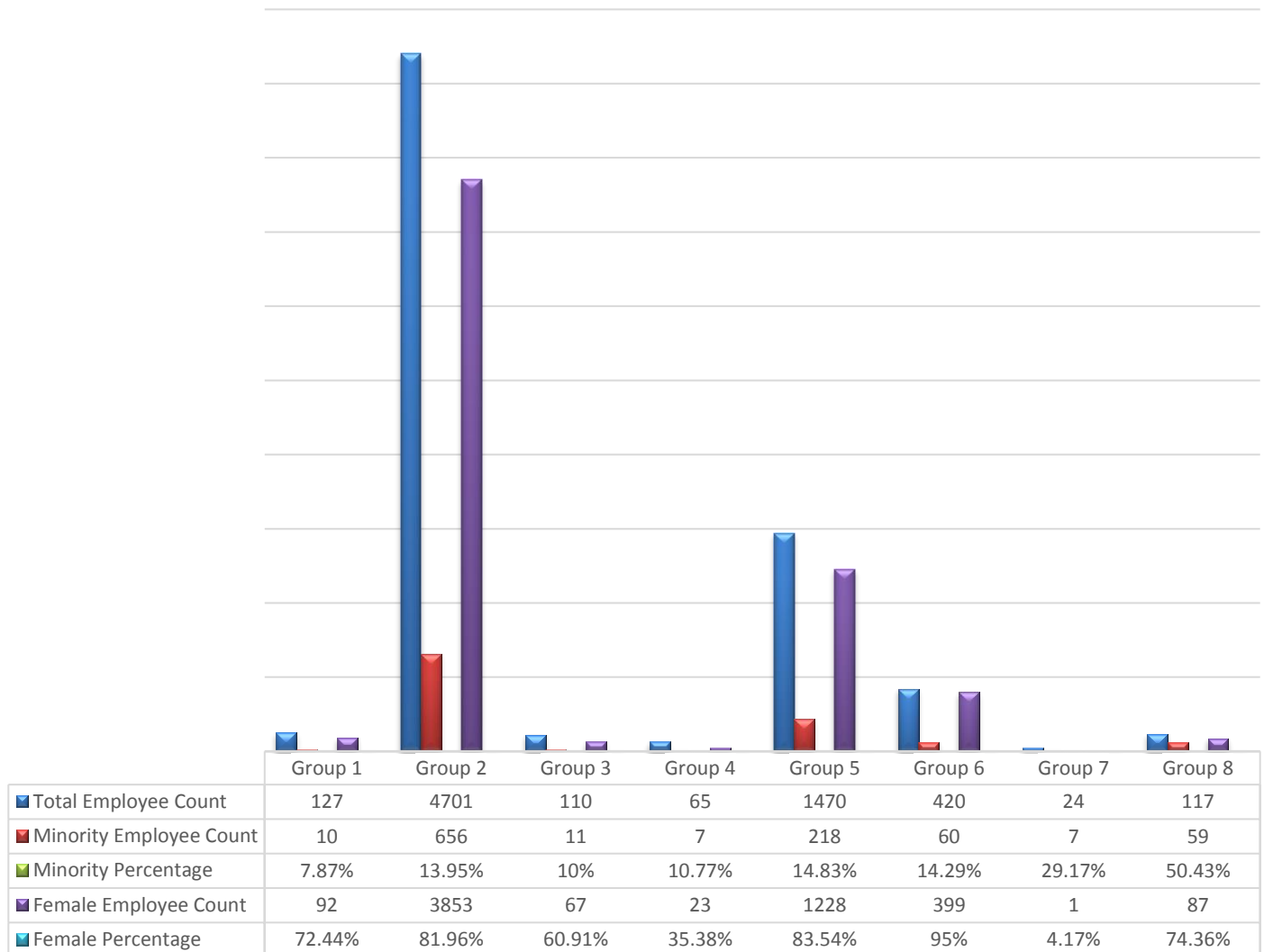
Percentage Goal: **12.2%** • Cabinet Utilization: **14.61%**

Total Minority Employees: 1,028

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **81.75%**

Total Female Employees: 5,750



Group 1: Officials and Administrators

Group 2: Professionals

Group 3: Technicians

Group 4: Protective Service Workers

Group 5: Paraprofessionals

Group 6: Office & Clerical

Group 7: Skilled Workers

Group 8: Service Maintenance

JUSTICE & PUBLIC SAFETY CABINET

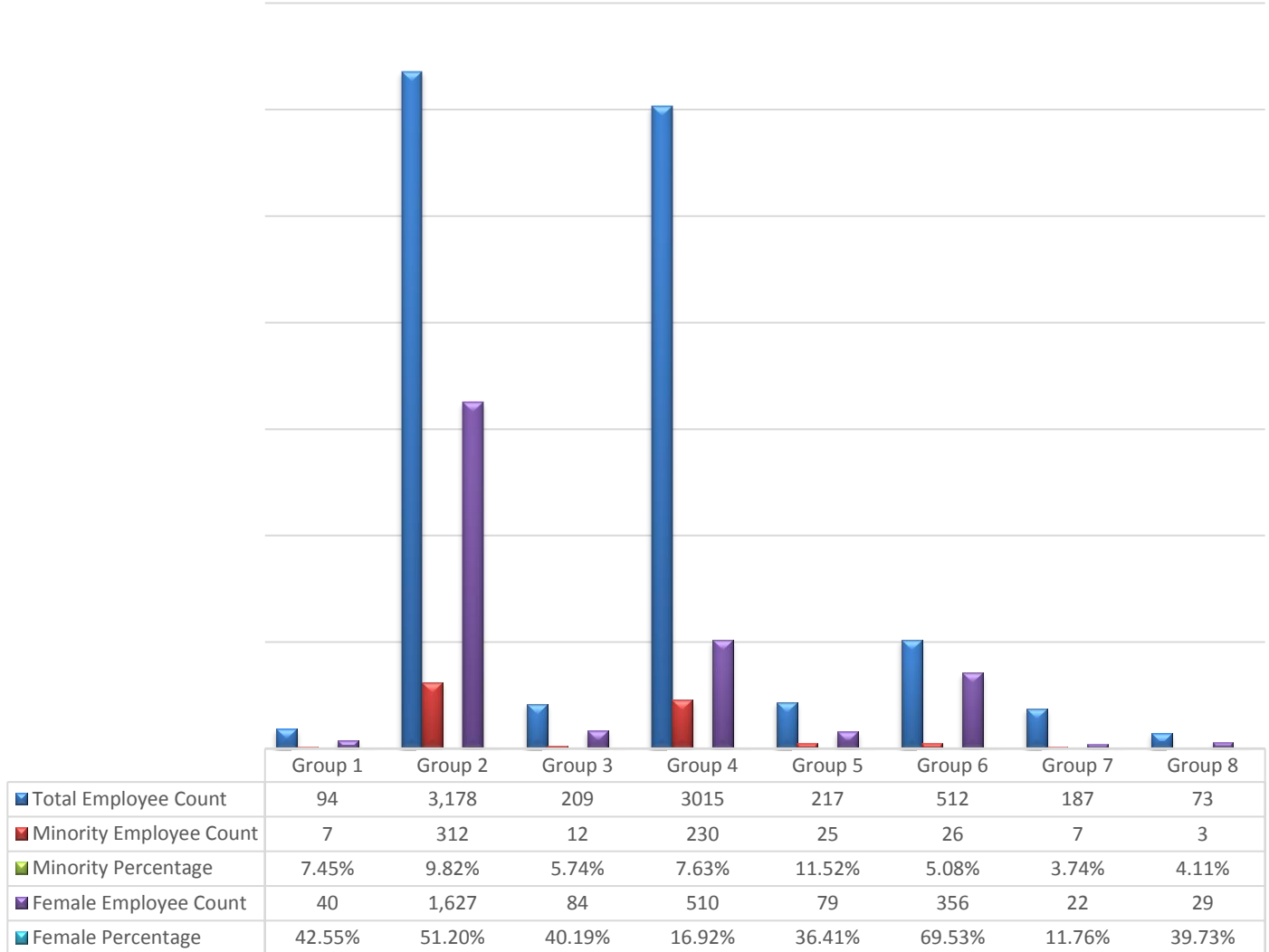
TOTAL EMPLOYEES: 7,485

MINORITY UTILIZATION

Percentage Goal: **12.2%** • Cabinet Utilization: **8.31%**
Total Minority Employees: 622

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **36.7%**
Total Female Employees: 2,747



Group 1: Officials and Administrators
Group 2: Professionals
Group 3: Technicians
Group 4: Protective Service Workers

Group 5: Paraprofessionals
Group 6: Office & Clerical
Group 7: Skilled Workers
Group 8: Service Maintenance

LABOR CABINET

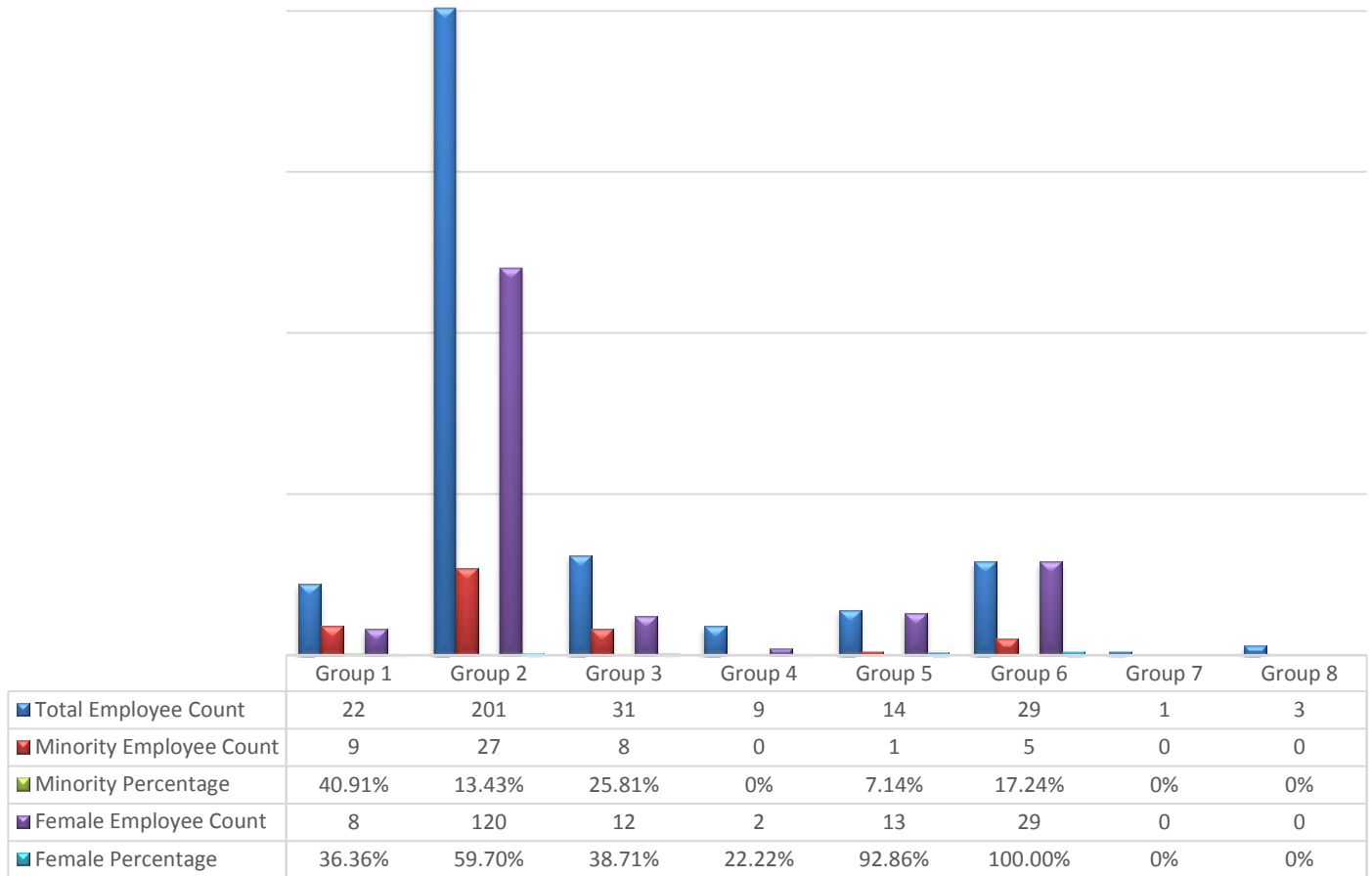
TOTAL EMPLOYEES: 310

MINORITY UTILIZATION

Percentage Goal: **12.2%** • Cabinet Utilization: **16.13%**
Total Minority Employees: 50

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **59.68%**
Total Female Employees: 185



Group 1: Officials and Administrators
Group 2: Professionals
Group 3: Technicians
Group 4: Protective Service Workers

Group 5: Paraprofessionals
Group 6: Office & Clerical
Group 7: Skilled Workers
Group 8: Service Maintenance

PERSONNEL CABINET

TOTAL EMPLOYEES: 188

MINORITY UTILIZATION

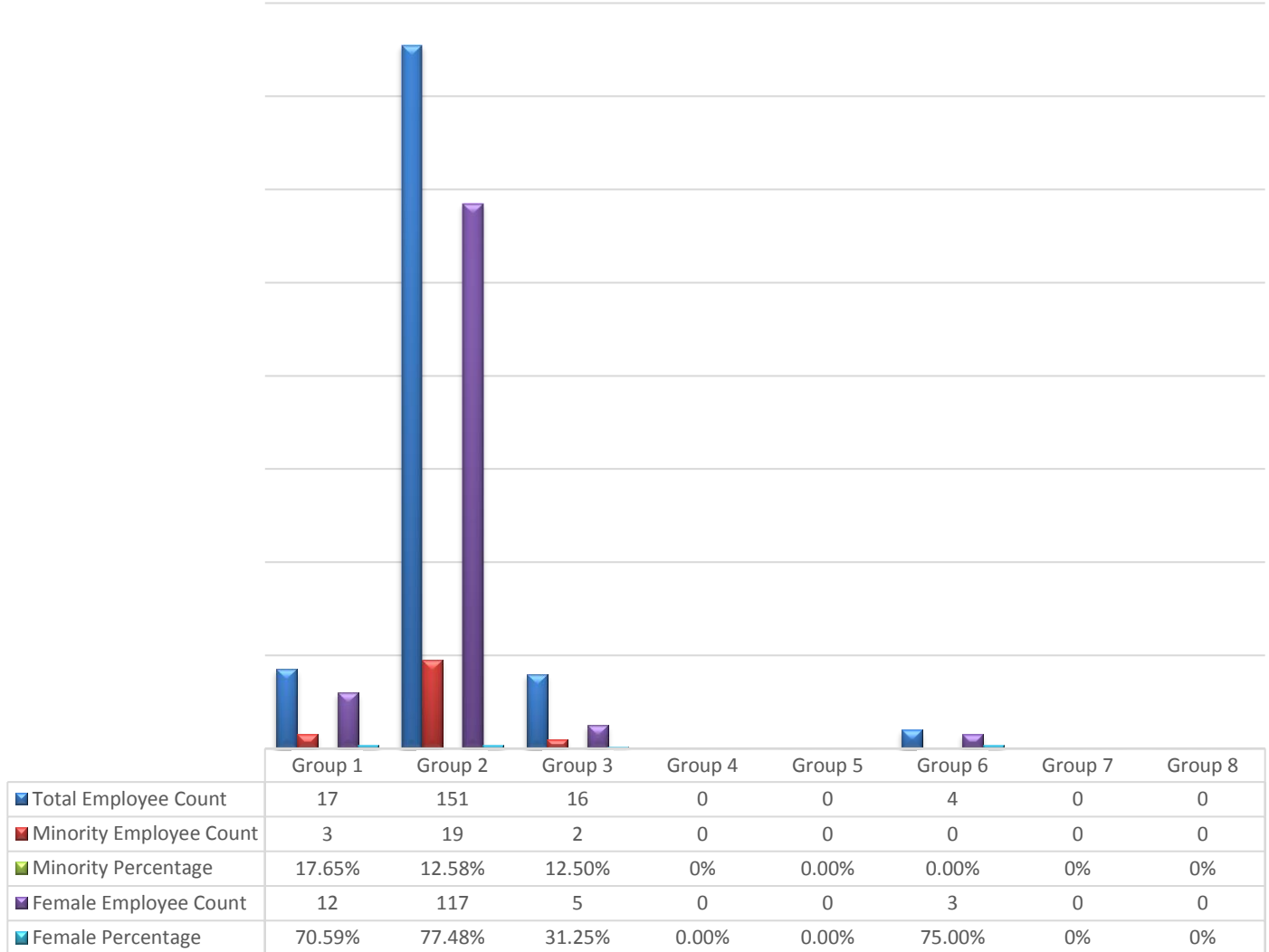
Percentage Goal: **12.2%** • Cabinet Utilization: **12.77%**

Total Minority Employees: 24

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **72.87%**

Total Female Employees: 137



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

PUBLIC PROTECTION CABINET

TOTAL EMPLOYEES: 608

MINORITY UTILIZATION

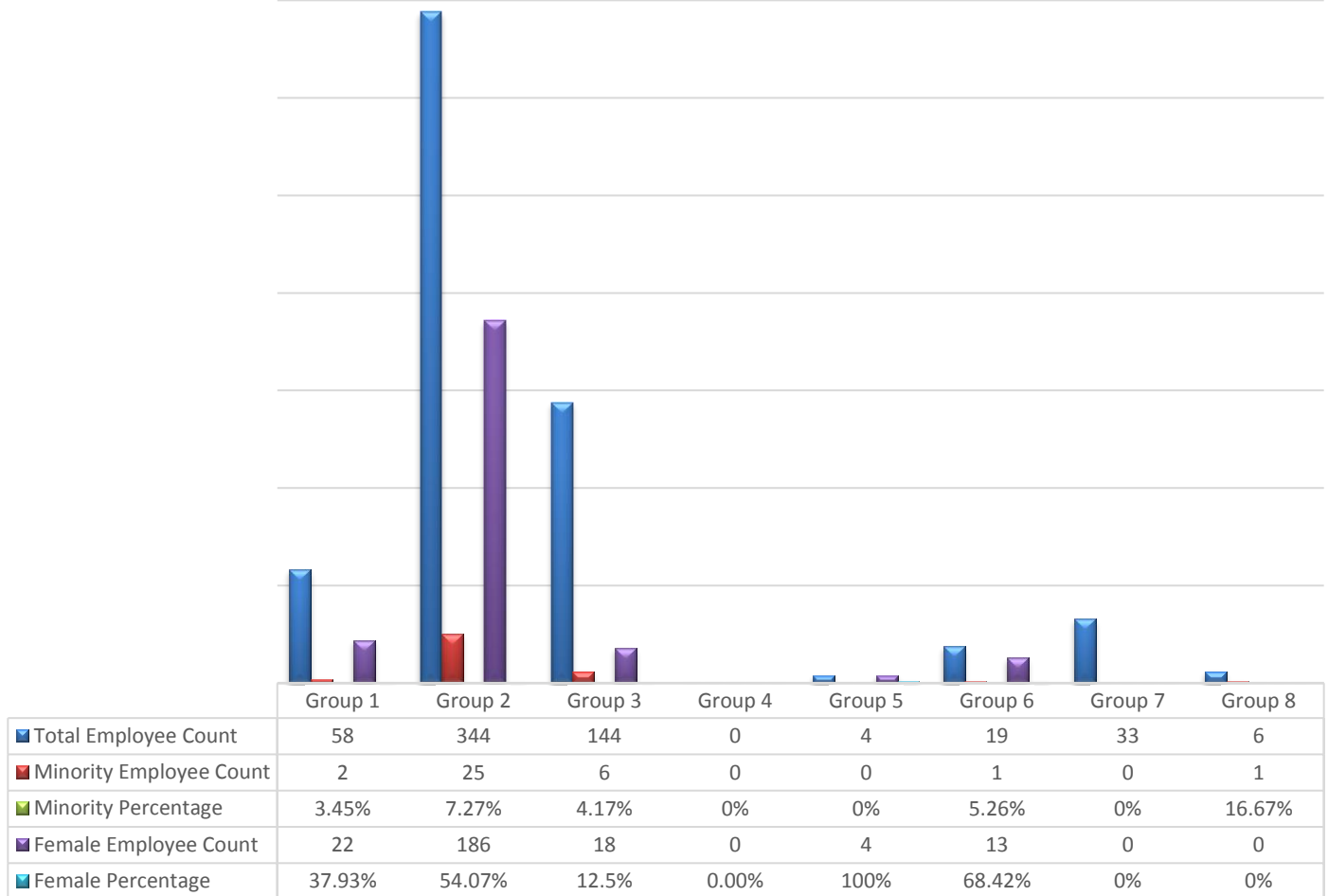
Percentage Goal: **12.2%** • Cabinet Utilization: **5.76%**

Total Minority Employees: 35

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **39.97%**

Total Female Employees: 243



Group 1: Officials and Administrators

Group 2: Professionals

Group 3: Technicians

Group 4: Protective Service Workers

Group 5: Paraprofessionals

Group 6: Office & Clerical

Group 7: Skilled Workers

Group 8: Service Maintenance

TOURISM, ARTS, AND HERITAGE CABINET

TOTAL EMPLOYEES: 1,646

MINORITY UTILIZATION

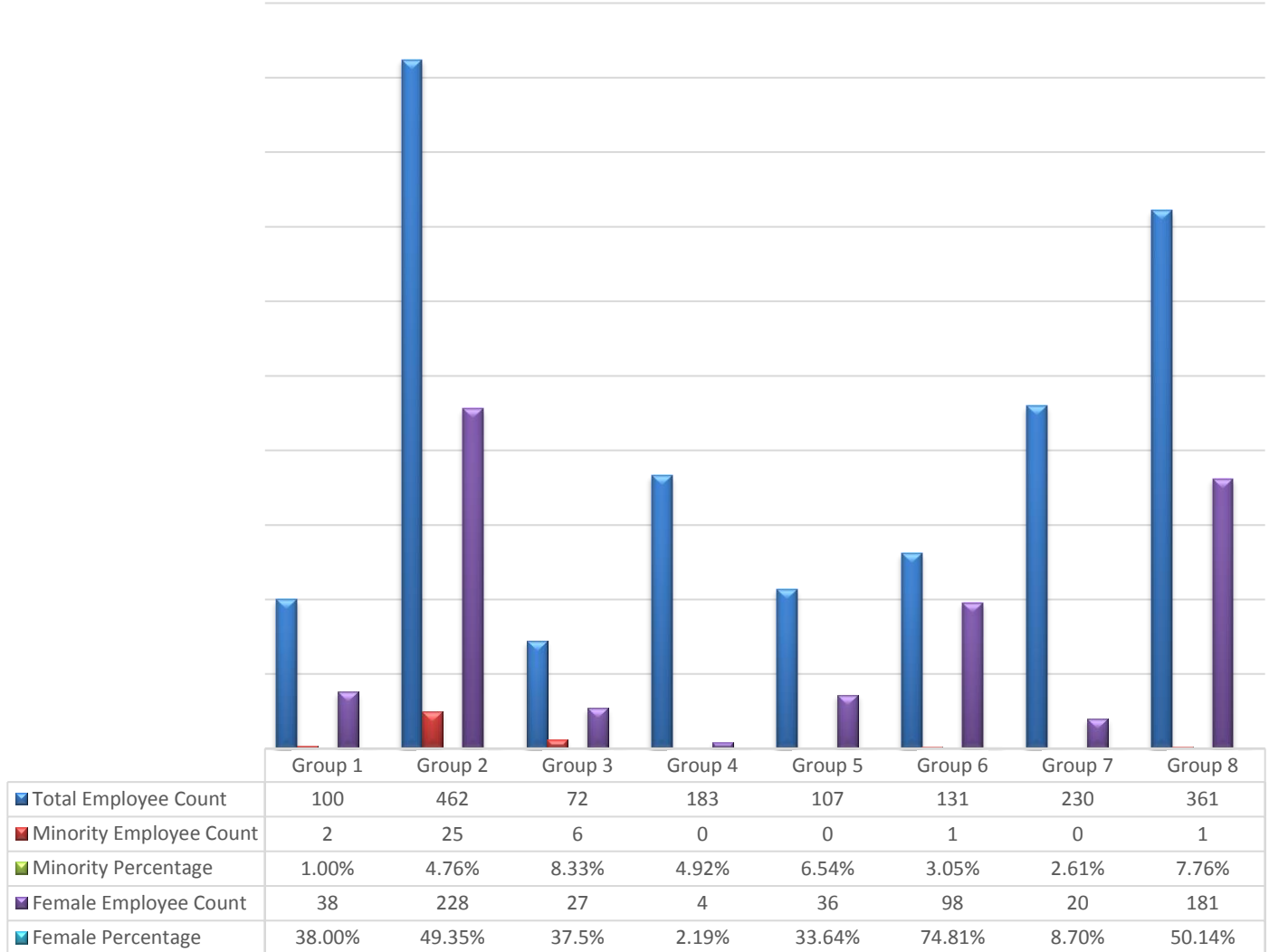
Percentage Goal: **12.2%** • Cabinet Utilization: **5.04%**

Total Minority Employees: 83

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **38.4%**

Total Female Employees: 632



Group 1: Officials and Administrators

Group 2: Professionals

Group 3: Technicians

Group 4: Protective Service Workers

Group 5: Paraprofessionals

Group 6: Office & Clerical

Group 7: Skilled Workers

Group 8: Service Maintenance

TRANSPORTATION CABINET

TOTAL EMPLOYEES: 4,384

MINORITY UTILIZATION

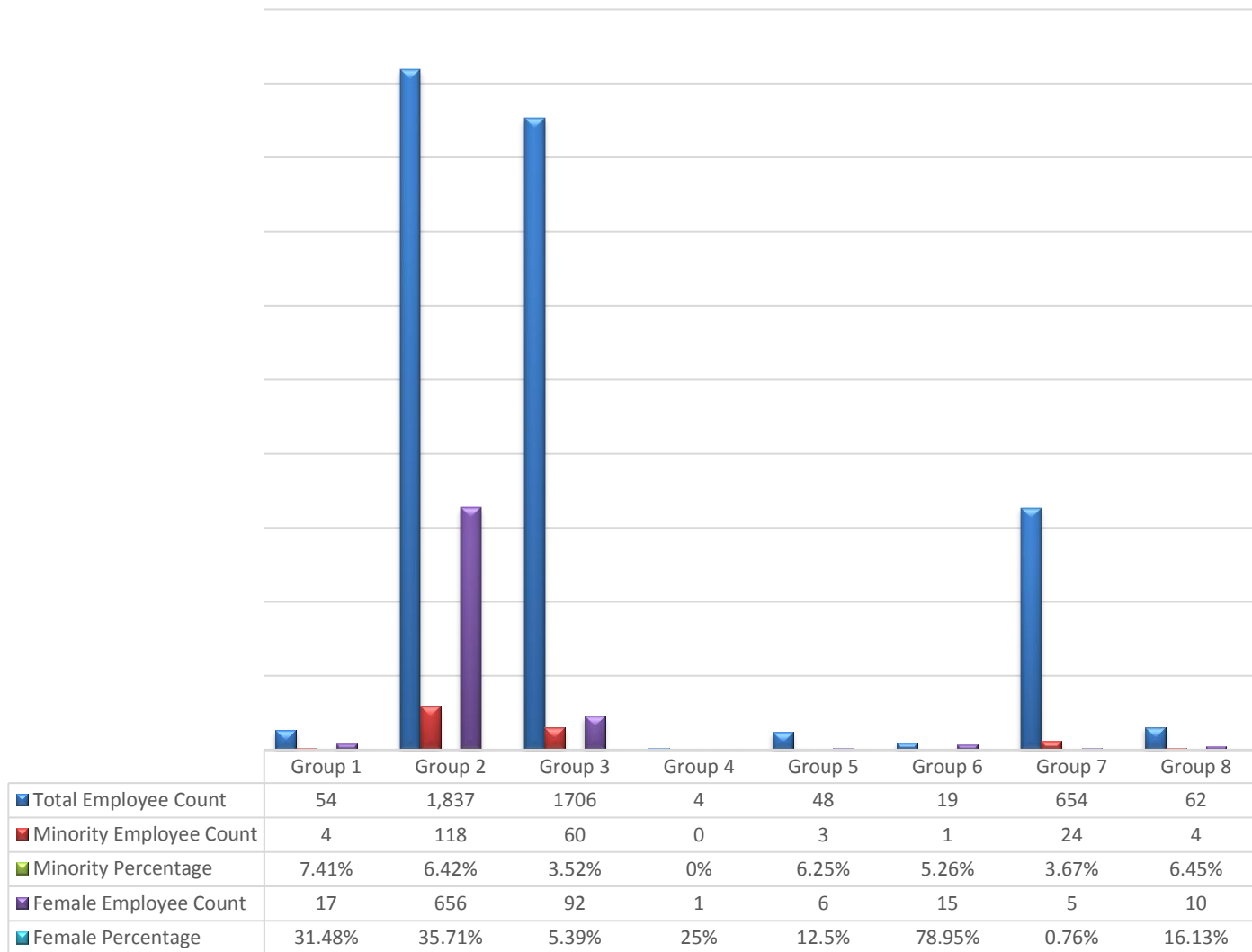
Percentage Goal: **12.2%** • Cabinet Utilization: **4.88%**

Total Minority Employees: 214

FEMALE UTILIZATION

Percentage Goal: **50.8%** • Cabinet Utilization: **18.29%**

Total Female Employees: 802



Group 1: Officials and Administrators
 Group 2: Professionals
 Group 3: Technicians
 Group 4: Protective Service Workers

Group 5: Paraprofessionals
 Group 6: Office & Clerical
 Group 7: Skilled Workers
 Group 8: Service Maintenance

APPENDICES

APPENDIX 1 - EEO Job Category Descriptions

Group 1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. Includes: Department heads, directors, assistant directors, branch managers, environmental health program administrators, controllers, examiners, wardens, network engineers, resort park managers, police and fire chiefs, inspections and kindred workers.

Group 2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, correctional captains, health policy assistants and other kindred workers.

Group 3. Technicians: Occupations which require a combination of basic scientific or technical knowledge with manual skill which can be obtained through specialized post-secondary school education or through equivalent on the job training. Includes: Computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, mine inspectors, programmers, systems engineer IT, highway technicians, technicians (medical, dental, electronic, physical sciences), administrative specialist I, inspectors and kindred workers.

Group 4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: Correctional officers, fire fighters, KVE inspector, facilities security officers, state park rangers, detectives, Occupational Safety and Health Administration, (OSHA), safety consultants, hazardous device investigators, wildlife and boating law enforcement officers and kindred workers.

Group 5. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "new careers" concept. Includes: Administrative assistants, family support specialists, laboratory aids, revenue examiners, medical aids, child support workers, youth workers, museum guides, house parents, fish and wildlife technicians and kindred workers.

Group 6. Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paper work required in an office. Includes: Administrative secretaries, bookkeepers, messengers, office machine operators, clerk-typists, stenographers, data entry operators, communication dispatchers, office managers, postal technicians, rehabilitation care aids, offender information specialists and kindred workers.

Group 7. Skilled Worker: Manual workers of relatively high level (precision production and repair) having a full and comprehensive knowledge of the process involved in their work. Exercise considerable independent judgment and usually received an extensive period of training. Includes: mechanics and repair people, electricians, heavy equipment operators, highway superintendents, carpenters, HVAC inspectors, locksmiths, correctional farm managers, fisheries biologists and kindred workers.

Group 8. Service/Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Cooks, equine workers, elevator inspectors, highway equipment operators, janitors, laborers, laundry workers, park workers, patient aides, stores workers, veterans cemetery caretakers and kindred workers.